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23 October 1952

MEMORANDUM FOR:

SUBJECT: Report of Career Service Activities

1. Your attention is invited to Paragraph 2. b. of the attached statement "Coordination of Career Service Board Activities" which was approved by the CIA Career Service Board at its meeting on 17 October 1952.

2. In order to comply with these provisions it is requested that your Office Career Service Board submit a monthly report, in duplicate, of its activities to the CIA Career Service Board through the Executive Secretary. The report will contain a summary of your Board's activities. It will also include a list by name, grade, previous assignment, and present assignment of individuals in inter-Office rotation status or in extra-CIA training status. The limitations of operational security will govern the amount of detailed information to be reported (pseudonyms may be used when overseas rotation or training is involved).

3. The report will cover the activities of your Board during the period from the 16th of the preceding month through the 15th of each month. The report is due in the Office of the Executive Secretary, CIA Career Service Board on or before the 25th of each month.

4. The purpose of this monthly report is to provide a basis for the Executive Secretary's monthly report to the CIA Board. Since this report is circulated to all Office Boards with the agenda of the CIA Board it will also serve the purpose of disseminating to all Office Boards information of common concern regarding career service in CIA.

5. These reports are in addition to the copies of the Office Boards' minutes now being forwarded to the Executive Secretary for the use of the seven members of the CIA Board. However, if the minutes of a single Board meeting will serve to cover the Board's activities, such minutes may be submitted in lieu of a separate report. When the Office Board has met more than once, a summary report should be prepared.

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6. Please note that the first report under this procedure should cover the period 1 July 1952 until 15 October 1952 and should be in the Executive Secretary's hands not later than 5 November. Subsequent reports should follow the schedule described in paragraph three.

FOR THE CIA CAREER SERVICE BOARD:

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Executive Secretary

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